

OFFICE OF CAREER AND TECHNICAL PREPARATION (OCTP)
NEW CAREER AND TECHNICAL EDUCATION (CTE) PROGRAM
APPROVAL PROCESS FOR THE 2006-2007 PLANNING CYCLE

There will be two processes in place this year for districts to apply for new CTE program approval: (PROCESS A) for districts **not operating** a state-approved career and technical education program during the 2006-2007 planning cycle, and (PROCESS B) for districts who will be **operating** a non-state-approved career and technical education program during the 2006-2007 planning cycle. Process B will include new and emerging career and technical education programs as well as state-recognized CTE programs.

Review and Approval Process

1. Letters of intent (LOI) for CTE programs that fall under Process A or B are due to OCTP by October 2, 2006, and **must be submitted via the web** through the Career Education Planning District (CEPD) CTE Administrator. This LOI will be located on the PTD Technology website and each of the 53 CEPD CTE Administrators will receive security information from PTD Technology on how to access the web site.

PROCESS A
(Not Operating a CTE Program)

- Needs Assessment (see attachment)
- Projected Operating Costs
- Proposed Building Location
- CIP program number and correct name from list of state-approved programs (see attachment)
- Courses to be taught
- Number of minutes and weeks to run
- Projected number of students

PROCESS B
(Operating a CTE Program)

- CIP program number and correct name from list of state-approved programs (see attachment)
- Program Operating Costs
- teacher credentials (including expiration date and endorsement(s))
- courses to be taught (see attachment)
- number of sections, minutes and weeks to run
- approximate number of students enrolled
- Commitment or existence of an established program advisory committee (membership roster and meeting dates). **Letters of intent will be accepted if operating programs do not have an established advisory committee already, but will commit to having an advisory committee in place by the November 2006 technical assistance meeting and with the understanding that the first official meeting must be held by the end of 2006.**

2. If the letter of intent for Process A or Process B **meets initial** requirements, the applicant/ agency will be invited to attend a Technical Assistance meeting on **November 29, 2006** in order to pursue a formal new CTE program application (based upon the OCTP CTE Program CIP Self-Review documentation) to be state-approved for the 2007-2008 school year.
3. Concentrated technical assistance and timeline requirements from OCTP will be available to the district, administrator, and teacher during the application year. Incremental, one-day technical assistance meetings will be held for LOI applicants in November, February and April with mandatory attendance. Instructors and other school personnel will be encouraged to contact OCTP program consultants as needed throughout the year as questions arise.
4. OCTP approval process is contingent upon **required attendance** at **ALL** technical assistance meetings beginning with the November meeting. Detailed instructions on the requirements necessary for formal state approval will be provided including timelines and the withdrawal process.
5. The February 2007 mandatory meeting will be designed to provide technical assistance and monitor progress on local elements of the required CIP Self-Review documentation. Withdrawal at or before the web submission date (mid-March) can be accomplished without penalty for reapplication during the following year's new CTE program cycle.
6. The April 2007 mandatory meeting will consist of individual, comprehensive consultant appointments with applicants. The application, with all evidences included, will be submitted electronically to the designated web site prior to the appointment for career pathway consultant review. These appointments will review and respond to submitted documentation and must minimally include the **CTE administrator and program teacher(s)**.
7. A completed notebook containing evidence of the CIP Self-Review (CTE program application) will accompany the applicants to the April appointment. After review of all documentation, the notebook will return with the applicant and kept with the CTE program instructor or the administrator at a designated site location.
8. After the April meeting, the CTE program will be either formally state-approved or denied by OCTP and a letter will be sent accordingly
9. If denied, the applicant cannot reapply for one school year, (i.e., for a 2007-08 denial the program cannot be reconsidered until 2009-10).

Process A & B Funding

During the 2006-07 school year cycle while pursuing approval, no added cost funding will be available. If the CTE program is approved in the spring of 2007, then the program will receive a PSN number and be added to the CTEIS system beginning in the fall of 2007. Based on student enrollment, the program will generate the amount of funds based on the added cost factor and established formula for Added Cost.

New and Emerging Program Approval Process

The Office of Career and Technical Preparation recognizes that there are secondary career and technical education programs that may surface as high wage, high skill, high demand that were not identified through the state ranking process. Those CIP codes that were identified through this process are listed in the attachment titled, “2006-07 Secondary CTE Program CIP Codes.”

Beginning with the 2006-07 school year, districts can apply for new and emerging CTE programs. Federal CIPs that are entered beyond those currently identified as state-approved will be eligible to receive \$125 per student hour and will allow funding for no more than 15 students during the development of this program. Instructors must be annually authorized through MDE. If the new and emerging program becomes state-approved during the two-year process, the program will be considered during the next state ranking process cycle so that they may be recognized as state-approved CTE programs and receive an accurate added cost factor.

An application for new and emerging programs that will include a needs assessment will be sent out to CTE administrators and directors in the near future and will be posted on the OCTP web site.

If you have any questions regarding this information, please contact Diana Bailey, Program and Placement Specialist, Career Planning and Education Unit, at baileyd@michigan.gov. Thank you.